

Policy Title	Role Description – Trustee		
Date of Issue	October 19, 2010	Related Procedure	
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan); April 21, 2015; June 21, 2022	Related Forms	
Review Date	June 1, 2027	Originator	Board of Trustees
References			
Education Act; BP 1108-D “Code of Conduct – Trustee”; Bluewater District School Board Procedural By-Laws; BP 1606-D “Consultation”; Ontario Regulation 43/10; BP 1102-D “Role Description – Board”; BP (and AP 1604-D) “Communications”; OPSBA’s Guide to Good Governance 2018-2022			

1.0 RATIONALE

- 1.1 Bluewater District School Board Policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 Trustees will act in accordance with Education Act, Bluewater District School Board Procedural By-Laws, and the board’s Multi-Year Strategic Plan priorities.
- 1.3 Trustees have a multi-dimensional role that includes being:
 - (a) members of school boards;
 - (b) policy makers;
 - (c) financial guardians; and
 - (d) advocates.

2.0 DEFINITIONS

- Trustee:** Is a member of the Board of Trustees, including the chair and vice-chair of the board
- Multi-Year Plan:** As defined by the Education Act, clause 169.1 (1) (f), and 169.1 (2) is a plan for three or more school years. Will be aimed at achieving the following goals:
- Promoting student achievement and well-being;
 - Ensuring effective stewardship of the board’s resources; and
 - Delivery of effective and appropriate programs to pupils.

3.0 POLICY

- 3.1 It is the policy of Bluewater District School Board that a Trustee of the board shall:
 - (a) carry out their responsibilities in a manner consistent with BP 1102-D “Role Description – Board of Trustees” that assists the board in fulfilling its duties under the Education Act and the regulations and the guidelines issued under the Education Act, including but not limited to the board’s duties under section 169.1;
 - (b) on a regular and punctual basis attend and participate in meetings of the board, including meetings of board committees of which they are a member;

- (c) bring matters raised by parents, students, and supporters of the board to the attention of staff and/or the board as appropriate (BP 1604-D “Communications” and related procedures, such as AP 1604-D “Communications – Addressing Parent/Community Concerns”);
- (d) participate in a review of the board’s multi-year plan under clause 169.1 (1) (f);
- (e) work together to make decisions on behalf of the board, taking into consideration board’s Vision, Mission and Multi-Year Strategic Plan priorities (Education Act s.169.1 (1)(f)), consultations with school councils (SCs), local home and school associations, the Parent Involvement Committee (PIC), and the broader community in its decision making process by following board policies BP 1606-D “Consultation” and BP 1604-D “Communications”.
- (f) uphold the implementation of any board resolution after it is passed by the board;
- (g) entrust the day-to-day management of the system to its staff through the board’s director of education;
- (h) maintain focus on student achievement and well-being;
- (i) comply with the board’s code of conduct (BP 1108-D “Code of Conduct – Trustee”) and all guidelines and regulations as specified by the Education Act 2009, c. 25, s. 25;
- (j) be familiar with meeting agendas and reports, and abide by existing legislation, the Bluewater District School Board Procedural By-Laws, policies established by the Board of Trustees, and declaration of office so that any decision of the board may be made in an efficient, knowledgeable, and expeditious manner;
- (k) cooperate with and support fellow trustees and the director of education;
- (l) demonstrate respect for the applicable areas of responsibilities under the Education Act.

3.2 In addition to abiding by regulations as set forth in the Education Act, and policies and procedures of Bluewater District School Board, trustees are also expected to act in accordance with guidelines outlined in the document OPSBA’s Guide to Good Governance 2018-2022.